

ADMINISTRATIVE INTERNAL USE ONLY**PERSONNEL**

DD/S&T Instruction 20-4

8 AUG 1973

**Establishment of Scientific and Technical
Management Advisory Panel**

1. During a recent meeting, the CIA Management Committee determined that each Directorate should establish a group somewhat along the lines of the Management Advisory Group (MAG). Effective, 20 August 1973, there will be established a Scientific and Technical Management Advisory Panel (STMAP). The purpose of this panel is to identify and study issues and problems affecting the Scientific and Technical Directorate and to make recommendations to the DD/S&T on such matters. STMAP will provide a continuing communication between the employees of the Directorate and senior management and will welcome and consider appropriate suggestions from any employee in the Directorate.

2. STMAP is not intended to replace existing formal command channels, nor will it be given a formal production responsibility. It is not intended to replace current procedures for personnel grievances. This panel will seek to improve the efficiency of the Directorate and the environment in which the employee works.

3. Each of the functional offices within the Directorate will have a representative on this panel and members are to be selected under the following criteria:

a. As a guideline, participants should be in the age group 30-45 and from grades GS-11 through GS-14. Exceptions, however, in both age and grade will be considered.

b. The Officers selected will serve for one year, with half of those initially selected serving for six months.

c. The Chairman and Co-Chairman of STMAP will be selected by the panel and serve two-month terms.

d. The Panel will meet at least once a month with clerical support provided by the Administrative Support Staff, DD/S&T.

4. Those offices that have not already submitted a nomination for STMAP should do so no later than 13 August 1973. A brief narrative

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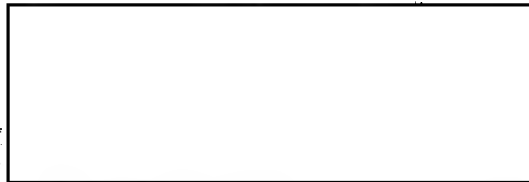
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statement about the nominee's qualifications together with an up-to-date biographic profile and current fitness report should be included with each nomination.



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for
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